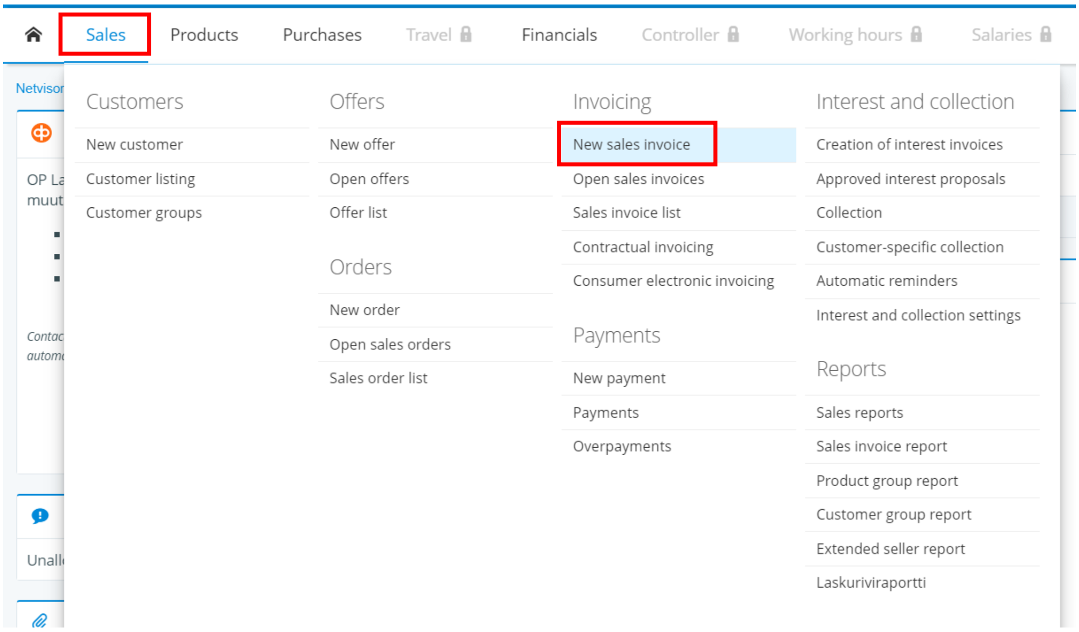
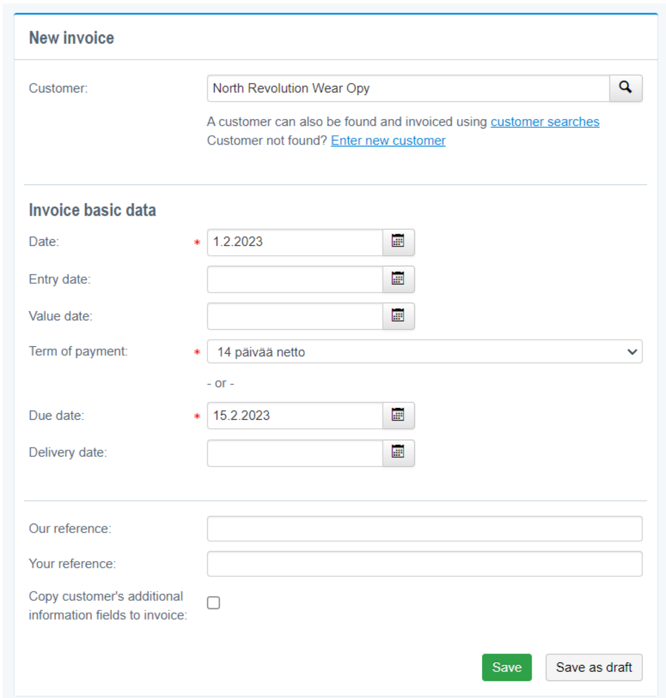
Crating an invoice

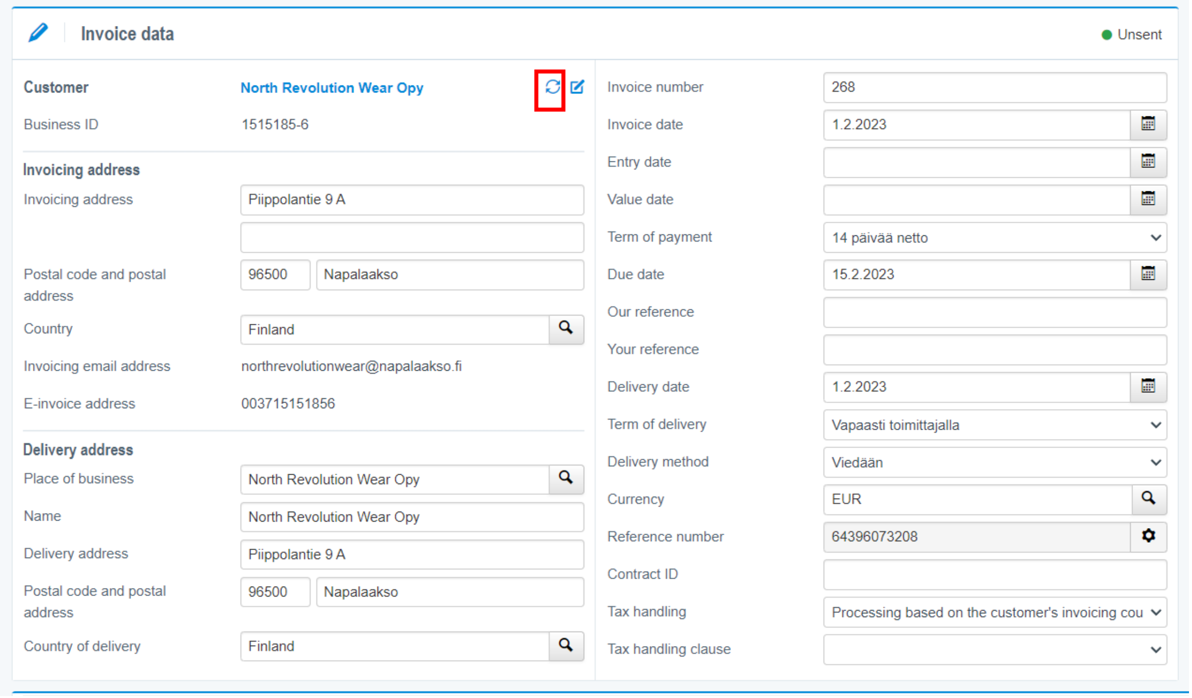
1. Go to **Sales → New sales invoice**



2. Write down the company the invoice is sent to (**Customer**) (You must create the customer beforehand for this step to be successful. You can find the instructions on how to create a customer in another file.)
3. Next fill the correct information into the next palces:
   a. **Date**: the date when the invoice is sent
   b. **Term of payment** or **due date**: either you choose the due date to be after 14 days automatically or you choose the fit due date from the calendar.
4. After that click on **Save** to go to the next step. (These informations can still be changed later on in case you notice a mistake.)

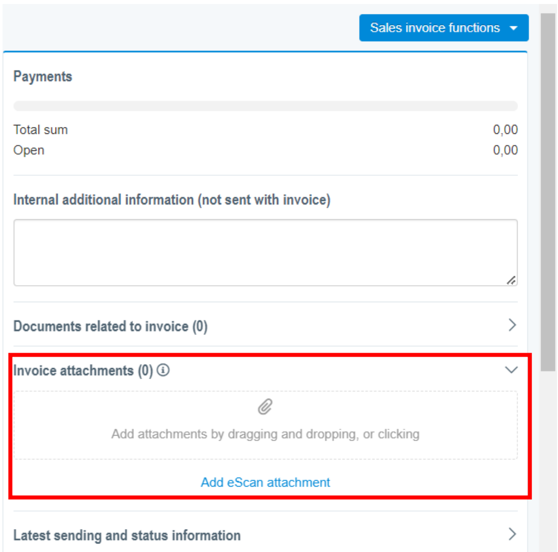


5. Next this view will be presented to you. Here you can still change the customer or the dates for the invoice. Make sure that the invoicing and delivery adress are correct.

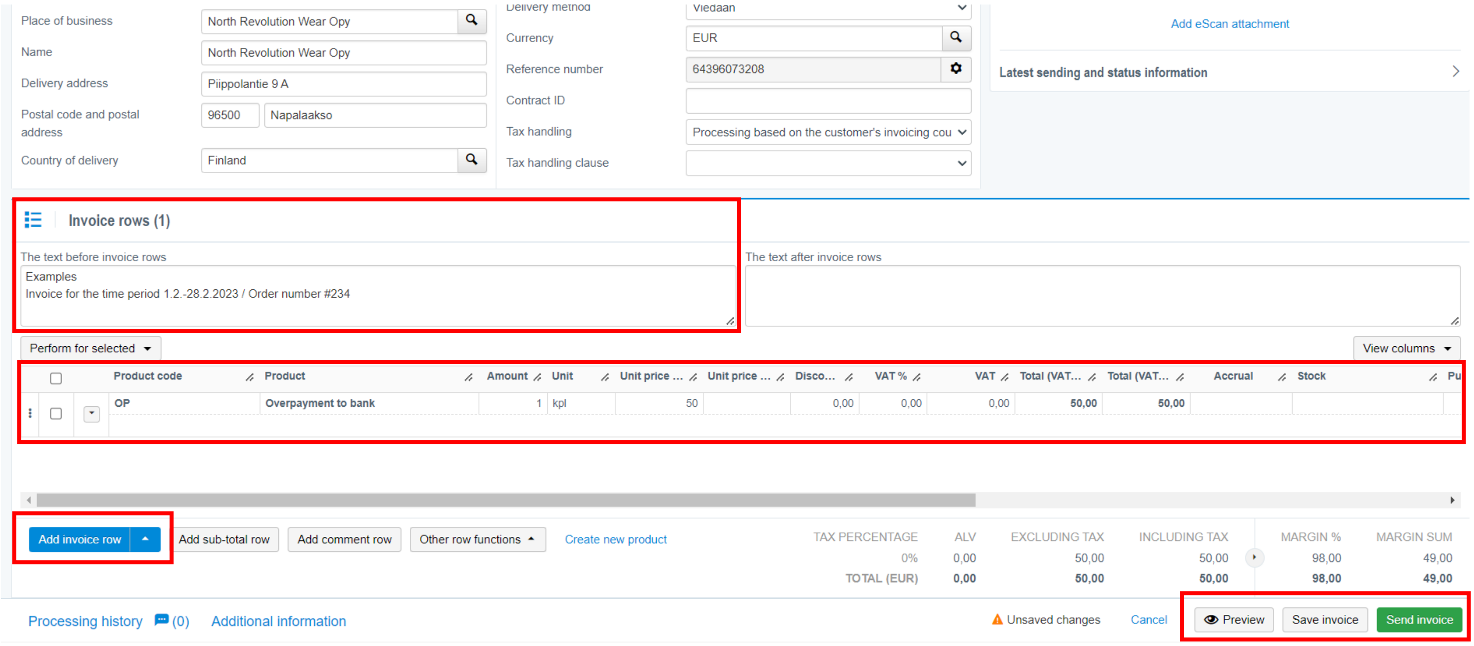


6. In this view you don't need to make any other changes including:
   a. Invoice number: comes automatically
   b. Term of delivery: Vapaasti toimittajalta (freely from the supplier)
   c. Delivery method: Viedään (exported)
   d. Currency: EUR
   e. Reference number: formed automatically
   f. Tax handling: Processing based on the customer's invoicing country

7. Here you can add any attachment you want and that has connection to the invoice for example order confirmation. This is not a necessary step.



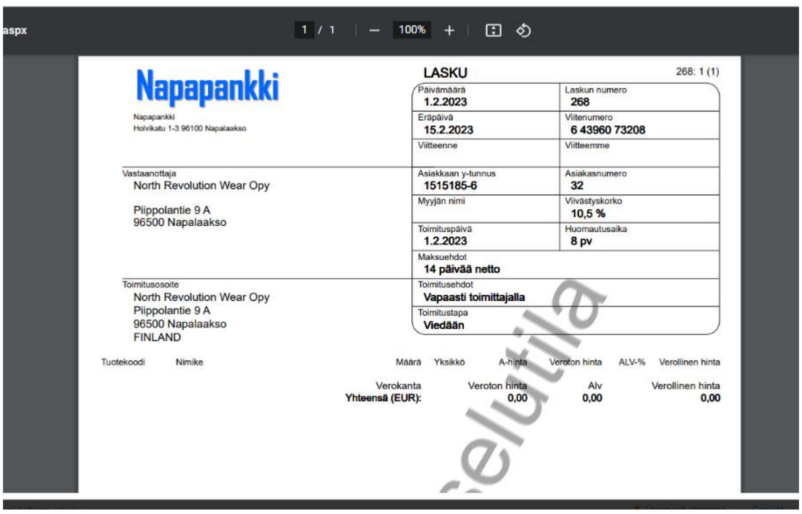
8. In the lower part of the invoice you can:
    a. Write any text you want into the invoice rows as seen in the example
    b. Add products to the invoice by clicking on **Add invoice row** and searching for the product by name or code
        i. (You must create the product beforehand for this step to be successful. You can find the instructions on how to create a product in another file.)
    c. After adding the product, check the
        i. price
        ii. amount
        iii. VAT % (make sure to check each products/services correct VAT percentage)



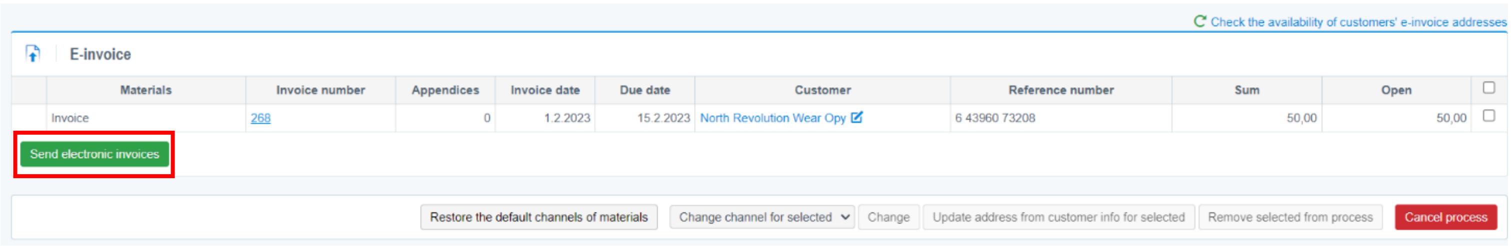
9. While doing changes to the invoice, it's good to remember to save the invoice from time to time.

10. Make sure to preview the invoice before sending it. There you can double check the information.

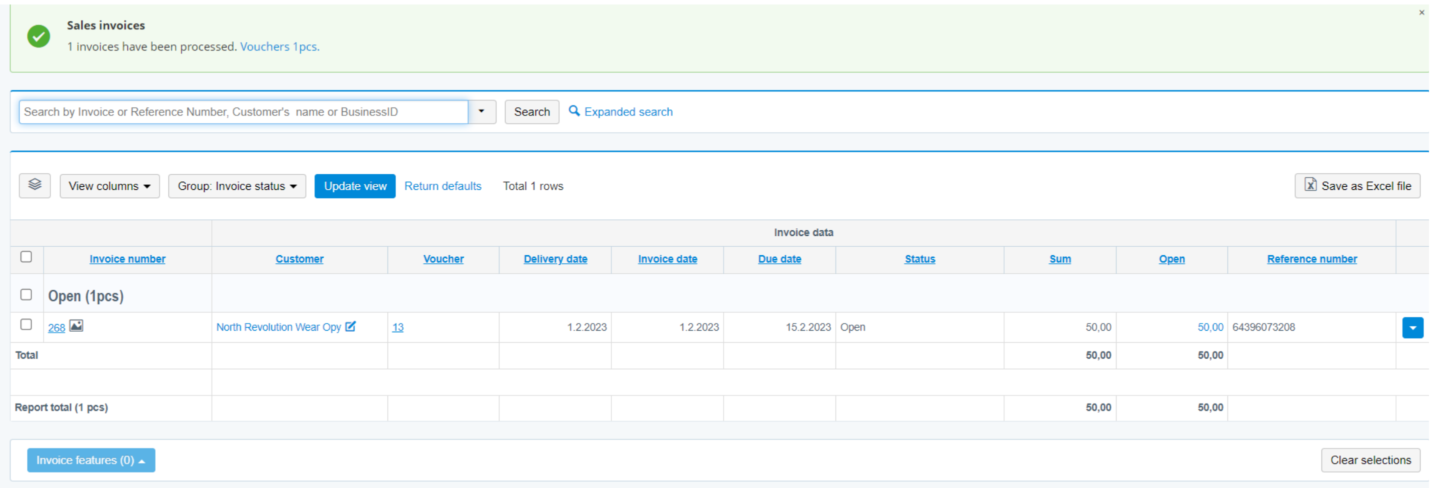
11. If everything looks good, you can leave the preview.



12. Next click on **Send invoice → Save and send**
13. Then click on **Send electronic invoices**



14. Now you have successfully sent the invoice and it is waiting for the customer's payment. You can find it in **Open sales invoices** or **Sales invoice list**.



15. When you go to the **Sales invoice list** tab you see invoices under different subtitles
    a. Unsent: pre-created invoices that have not yet been sent to the customer (can still be edited)
    b. Due for payment: sent invoices for which payment was not received yet, and the due date has passed
    c. Open: sent invoices for which payment has not yet been received from the customer but the due date has not passed yet
    d. Paid: sent invoices for which payment has been received from the customer